

# San Francisco Estuary Project REQUEST FOR PROPOSALS

The San Francisco Estuary Project (SFEP) is pleased to announce a Small Grants Program for projects committed to improving water quality and natural habitat of the Bay-Delta estuary. SFEP is guided by the Comprehensive Conservation Management Plan (CCMP) which recommends specific corrective actions, monitoring programs and research goals aimed at resolving the Estuary's most critical problems. Under a cooperative agreement with the Environmental Protection Agency (EPA), the Association of Bay Area Governments (ABAG) provides management support for the San Francisco Estuary Project and SFEP is allocating \$100,000 for this Small Grant Program. Any contract resulting from this solicitation will be negotiated by ABAG and SFEP and administered by ABAG.

## **Background**

The San Francisco Estuary Project was created in 1987 under the Clean Water Act's National Estuary Program. It is a cooperative effort to promote effective management of the Bay-Delta Estuary and to restore and maintain its water quality and natural resources. Representatives of the public, all levels of government, and elected officials from all twelve Bay-Delta counties are working together to implement the Comprehensive Conservation and Management Plan (CCMP).

Specific to this Request for Proposals, the CCMP contains a chapter on Public Involvement and Education, which recommends actions that will: (1) build public understanding of the value of the Estuary's natural resources and the need to restore, protect, and maintain a healthy Estuary for future generations, and (2) increase public involvement in the ongoing stewardship of the Estuary.

## **Small Grants Program**

Total Amount - \$100,000 for grants ranging from \$3,000 to \$10,000

Duration – one year

## **Deadline for submittal – October 18, 2002**

Types of eligible projects: projects must relate directly to the improvement of the public's awareness of the Estuary as a valuable resource, to the coordination of agency and public efforts to solve Estuary problems, and for specific tasks to restore degraded natural resources. SFEP seeks proposals for projects that educate and involve people in the following Public Involvement and Education CCMP objectives:

- Develop CCMP public involvement, education, communication, and advocacy programs.
- Promote direct citizen involvement in studying, restoring, and managing a healthy estuary.
- Develop and implement specific and targeted public education and involvement action plans about fish and wildlife resources and how to restore and improve their populations and habitat.

Typical projects might include those that

- educate target audiences about ways to improve the health of the Estuary,
- restore and protect existing Estuary wetland or wildlife habitats, or
- monitor the health of fish and wildlife populations

**Who may apply – any Bay Area resident, business, organization, school, educator, or agency may apply.**

### **Application**

**Please complete the attached cover sheet and submit along with a 2 page or less project description, using the following guidelines:**

1. Project objectives:
  - a. What is the environmental need or opportunity associated with this project?
  - b. What are you trying to accomplish?
  - c. What will you do to achieve the project's objectives?
  - d. Explain how your project will fulfill the CCMP objectives stated above.
2. Project budget
  - a. Amount requested –
  - b. Other sources or in-kind contributions –
  - c. Total project cost –
  - d. Itemized list of expenses
3. Project management
  - a. What are your qualifications for managing a successful project?
  - b. Who are your partners?
  - c. What will they contribute ?
  - d. How will you measure success?
4. Scope of Work
  - a. What are the major tasks of the project?
  - b. Who will perform those tasks?

Successful applicants will be asked to submit more detailed workplans, timelines, and budgets, along with a description on how success will be evaluated.

### **Review Process**

The San Francisco Estuary Project will review project applications to determine if they meet the qualifications for funding. A Selection Committee will review qualified projects and may interview some respondents. Interviews will take place the week of November 4<sup>th</sup>. Applicants will be notified of the results of the selection process by November 12, 2002.

### **Schedule**

September 6	Send out Request for Proposals
<b>October 18</b>	<b>Deadline for submittal (proposals must be received by 10/18)</b>
November 4-8	Interviews with qualified proponents
<b>November 12</b>	<b>Announcement of selected proposals</b>
November 12-30	Negotiate and sign contracts
December 1	Disburse funds and begin work
November 30, 2003	All final project reports due

You may submit applications by mail to:

Carol Thornton  
San Francisco Estuary Project  
1515 Clay Street, Suite 1400  
Oakland, CA 94612

Or email to: [ct@rb2.swrcb.ca.gov](mailto:ct@rb2.swrcb.ca.gov)

For questions, please contact Carol Thornton, (510) 622-2419

Thank you for your interest in our program.

**SAN FRANCISCO ESTUARY PROJECT**

Proposal#  
(for SFEP use)

**PROPOSAL COVER PAGE**

Name, phone number, mailing address and e-mail of organization/individual requesting grant:

Project Title:

Purpose of Project:

Amount of Funding Requested:

Project Manager:

Applicant Signature:  
(include title and contact information)

Date: